

AGENDA

Parks, Recreation and Cultural Resources Commission

Monday, April 1, 2002
Milpitas Community Center, Room 7&8
457 E. Calaveras Blvd.
7:00 PM

I. Roll Call

II. Flag Salute

III. Seating of Alternates

IV. Approval of Minutes: March 4, 2002

V. Approval of Agenda: April 1, 2002

VI. Announcements/Correspondence

VI. Staff Reports/Program Report

VII. Citizens Forum

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

VIII. New Business

1. Arbor Day and Global Village Special Events – Samu Tiumalu, Special Events Coordinator

Background: At the March 4, 2002 meeting, Council Member Patricia Dixon and Recreation Services Manager, Bonnie Greiner, suggested the Commission consider taking an active role in the Arbor Day Celebration on April 20 and/or the Global Village Faire on May 18.

Recommendation: Discuss possible Parks, Recreation and Cultural Resources Commission promotions, information and activities for both events and decide if they are able to participate in either of the Special Events as a Commission.

2. CIP Update – Mike McNeely

Background: Staff is to provide the Parks, Recreation and Cultural Resources Commission with an overview of the proposed Draft 2002-2007 CIP Document. The Commission advises staff of the Parks segment of the draft document which is scheduled to be submitted to City Council on April 16, 2002.

Recommendation: Review Park segment projects and advise staff accordingly.

3. Dog Park – Blair King

Background: On January 6, 1997, the Parks, Recreation and Cultural Resources Commission requested a feasibility study on building a dog park. The feasibility study was to include costs, location and operational cost estimate.

Recommendation: Review the Preliminary Plans for the off-leash dog facility and make recommendation to City Council to approve Preliminary Plans as submitted by staff.

4. Community Garden Update – Gary Mahan

Background: The Commission requested monthly updates on the status of the Community Garden.

Recommendation: Review enclosed Monthly Report from Staff.

5. Cancellation of the June Meeting for a Tour of Milpitas Historic Properties – Steve Munzel

Background: At the March 4, 2002 meeting, Chairperson Munzel requested the Commission take a tour of the Historic properties in Milpitas. Chairperson Munzel suggested the Commission adjourn the June meeting to a yet to be decided Saturday in June for a tour of the Historic properties in Milpitas.

Recommendation: Cancel the June meeting and determine a Saturday in June to hold a tour of the Historic properties in Milpitas.

IX. Subcommittee Reports

X. Liaison Reports

1. **City Council – Council Member Dixon**
2. **Community Advisory Commission – Commissioner Mohsin**
3. **Senior Advisory Commission – Commissioner Gill**
4. **Planning Commission – Commissioner Tuason**
5. **Youth Advisory Commission – Commissioner MacKenzie**

6. **Milpitas Historical Society – Commissioner Munzel**
7. **Cultural Arts Commission – Commissioner Krommenhock**

XI. Future Agenda Items

XII. Adjournment

AGENDA

Parks, Recreation and Cultural Resources Commission

**Monday, May 7, 2001
Milpitas Community Center, Rooms 7 & 8
7:00 PM**

- I. Roll Call**
- II. Flag Salute**
- III. Approval of Minutes: April 2, 2001**
- IV. Citizen's Forum**

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

- V. Announcements/Correspondence**
- VI. Approval of Agenda: May 7, 2001**
- VII. New Business**

1. Open Space Authority 20% Funds For Alviso Adobe Site Improvements – Annelise Judd

Background: The Santa Clara County Open Space Authority's 20% Funding Program was established to assist participating jurisdictions with their open space programs. The primary objective is for acquisition of open space consistent with the Authority's criteria, as well as with the open space policies and goals in the City's General Plan. The 20% funds for the City of Milpitas have now accrued to \$202,429.

In June 1999, the PRCRC recommended to the City Council to bank the accrued 20% funds for future use towards the cost of the Alviso Adobe park site, or until another project is identified in the next application process. The Open Space Authority maintains a Countywide list of recommended open space acquisitions to which the remaining 80% funds are dedicated. For the City of Milpitas, this list includes trail development in the Hillside Planning Area (closing gaps in the Milpitas segments of the Bay Area Ridge Trail) and expansion of the Higuera Adobe Park to include the grounds of the Curtner/Weller Estate. Both items involve acquisition of hillside property-an expense far larger than the City's accrued 20% funds.

Staff recommends that these acquisition items remain on the list for prioritization for the 80% funds, and that the 20% funds be targeted toward the smaller Alviso Adobe site improvements project, where the funds can accomplish a more significant portion of the intended project. The Alviso Adobe is located south of Calaveras Road, east of Old Piedmont Road. The City's Capital Improvement Program lists as two separate projects the construction of the park site improvements and the renovation of the adobe structure itself. The site improvements project-to which the 20% funds would be directed-involves upgrading the historic farm to reflect the theme of a working ranch and orchard as it would have appeared in the 1920's. It includes a picnic area, lighting, walkways/gathering area and pedestrian bridge, a staff/disabled parking area, apricot orchard and herb garden. Existing outbuildings will be remodeled/restored, to incorporate food catering kitchen, caretaker's quarters, and public restrooms. The site lies adjacent to an existing City trail on Calaveras Road.

Recommendation: Recommend to the City Council to direct staff to apply for the Santa Clara County Open Space Authority 20% funds, to be applied towards the cost of the Alviso Adobe site improvements project.

2. CIP Update – Carol Randisi

Background: Staff will provide a status report on the dog park, Augustine Park and the Community Garden.

Recommendation: NRF.

3. Renaming of Parks – Carol Randisi

Background: This item has been agendaized at the request of Commissioner McGuire for discussion.

Recommendation: Discuss and direct staff.

4. Community Garden – Carol Randisi

Background: This item has been agendaized at the request of Commissioner Munzel for discussion.

Recommendation: Discuss and direct staff.

5. Develop Workplan – Carol Randisi

Background: Select dates and schedule future workshop to develop an annual work plan.

Recommendation: NRF.

IV. OTHER BUSINESS

- 1. Staff Reports/Program Reports**
- 2. Subcommittee Reports**
- 3. Liaison Reports**
 - 3.1 City Council – Patricia Dixon**
 - 3.2 Community Advisory Commission**
 - 3.3 Senior Advisory Commission – Kashmir Gill**
 - 3.4 Planning Commission – Edward Tuason**
 - 3.5 Youth Advisory Commission – Kathie Halicki**
 - 3.6 Milpitas Historical Society – Steve Munzel**
 - 3.7 Cultural Arts Commission - Frances Krommenhock**

X. FUTURE AGENDA ITEMS

XI. ADJOURNMENT

Public Comment is allowed on all agenda items prior to Commission action on an item. A recorded agenda or minutes on standard cassette or printed in large type will be provided upon request by the Recreation Services office for the visually impaired.

In compliance with the American with Disabilities Act, individuals requiring accommodation for this meeting should notify the Recreation Services office 48 hours prior to the meeting at (408) 586-3210, TDD (408) 586-3208.

Agenda
Special Meeting of the Parks, Recreation and Cultural Resources
Commission

Saturday, June 8, 2002
Milpitas Community Center, Room 7&8
457 E. Calaveras Blvd.
9:00 AM

I. Call to Order

II. Flag Salute

III. Roll Call

IV. Seating of Alternates

V. Approval of Agenda: June 8, 2002

VI. Approval of Minutes: May 6, 2002

VII. Citizens Forum

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

VIII. Announcements and Correspondence

IX. New Business

1. Youth Sports Assistance Fund Requests – Crespo/Jr. Giants – Bonnie Greiner

Background: On June 19, 2001 the Milpitas City Council approved and appropriated \$10,000.00 for the Youth Sports Assistance Fund for the 2001-2002 budget year. Included in the Commission packet for review and consideration are two (2) Youth Sports Assistance Fund applications.

One (1) Individual Youth Sports Assistance Fund Application was received from Melissa Crespo. Melissa Crespo is requesting \$900.00 to offset the cost of attending a regional soccer camp July 7-12, 2002 in Moscow, Idaho.

One (1) Group Youth Sports Assistance Fund Application was received from the Milpitas Jr. Giants. John Muok, representative, is requesting \$1,000.00 to cover the cost of attending a San Francisco Giants game in August 2002 at Pacific Bell Park where the Milpitas Jr. Giants will be acknowledged and honored.

There is currently a balance of \$5,041.00 in the 2001-2002 Youth Sports Assistance Fund.

Recommendation: Staff is recommending awarding Melissa Crespo the annual maximum amount for an Individual Grant of \$500.00 and recommending awarding the Group applicant requested annual maximum amount for a Group Grant of \$1,000.00 for the Milpitas Jr. Giants therefore leaving a balance of **\$3,541.00** for the remainder of the fiscal year to be used for future Youth Sports Assistance Fund Requests.

X. Staff Reports

XI. Subcommittee Reports

XII. Liaison Reports

1. City Council – Council Member Dixon
2. Community Advisory Commission – Commissioner Mohsin
3. Senior Advisory Commission – Commissioner Gill
4. Planning Commission – Commissioner Tuason
5. Youth Advisory Commission - Commissioner MacKenzie
6. Milpitas Historical Society – Commissioner Munzel
7. Cultural Arts Commission – Commissioner Krommenhock

XIII. Future Agenda Items

XIV. Adjournment to Historical Properties Tour

XV. Tour of Historical Properties

1. Jose Higuera Adobe
2. Dr. Smith House - DeVries Property
3. Milpitas Grammar School - Milpitas Senior Center
4. Weller Palm
5. Blacksmith Shop
6. Jose Maria Alviso Adobe

XVI. Adjournment

Agenda
Special Meeting of the Parks, Recreation and Cultural Resources
Commission

Monday, August 5, 2002
Milpitas Community Center, Room 7&8
457 E. Calaveras Blvd.
7:00 PM

I. Call to Order

II. Flag Salute

III. Roll Call

IV. Seating of Alternates

V. Approval of Agenda: August 5, 2002

VI. Approval of Minutes: June 8, 2002

VII. Citizens Forum

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

VIII. Announcements and Correspondence

IX. New Business

1. Youth Sports Assistance Fund Request – Gupta – Bonnie Greiner

Background: On June 18, 2002, the Milpitas City Council approved and appropriated \$10,000.00 for the Youth Sports Assistance Fund for the 2002-2003 budget year. Included in the Commission packet for review and consideration is one (1) Youth Sports Assistance application.

One (1) Group Youth Sports Assistance Fund Application was received from Niranjana Gupta, Milpitas P.A.L Soccer. Niranjana Gupta is requesting \$1,000.00 to provide a coaches clinic and a referee clinic.

This application falls within Grant Process guidelines, under section "Eligibility for groups".

There is currently a balance of \$10,000.00 in the 2002-2003 Youth Sports Assistance Fund.

Recommendation: Staff is recommending awarding the applicant requested amount of \$1,000.00 for Niranjan Gupta, therefore leaving a balance of \$9,000.00 for the remainder of the fiscal year to be used for future Youth Sports Assistance Fund Requests.

2. Review and Conceptually Approve Revised By-laws – Gail Blalock

Background: Over the past year, the City Council has taken some actions affecting Council committees and commissions and as a result, the Bylaws for most of the City's committees and commissions need to be updated to incorporate these changes.

Included in your packets are a copy of the Parks, Recreation and Cultural Resources Commission's current Bylaws and a copy of the proposed Bylaws with the amended sections underlined. Some of the changes are a result of the Council's actions and others are proposed in order to streamline the bylaws for all commissions for consistency.

Recommendation: Review and conceptually approve the revised By-laws.

3. Family Child Care Grant Support Program Grant Cap Increase – Toby Librande

Background: The purpose of the Individual Family Child Care Assistance Fund is to allow Milpitas family child care providers servicing Milpitas residents the opportunity to submit a request for funding assistance from the City. A family child care provider offers child care services in his/her home. The family child care business strives to meet the physical, social, emotional and intellectual needs of the children and to support families. The City Council approved \$4,000.00 for the Child Care Assistance Fund for FY 2002-2003. The City of Milpitas Individual Family Child Care Fund Policies and Procedures state the maximum amount for any Family Child Care Fund Grant is \$250.00 per year. Any application which exceeds this annual limit amount must show justification of extraordinary need and be highly meritorious.

Funding consideration is currently given for a variety of purposes, such as materials to ensure the safety of the children, specialized training or conferences, special needs services, accreditation fees, and speaker fees. Since the inception of the grant program in 1995, the cost for the services, products and fees have increased substantially. Current prices for all early childhood programs and supplies are very expensive, for example:

- Lakeshore Learning Materials freestanding bookshelves range in price from \$129 - \$399, tables range from \$129 - \$285, and chairs range from \$22 to \$66.50 per unit,
- The popular Mother Goose Time packaged preschool curriculum program charges \$356.92 for ten months of age-appropriate activities for six children,
- Family Child Care Accreditation Fees are currently \$695 for the National Association for Family Child Care (NAFCC) non-members and \$495 for members, and
- NAFCC's annual conference fees range from \$129 to \$299, excluding any pre-conference sessions (which range from \$25 to \$200 each) or airfare.

For the past three years, the Family Child Care Grant fund has not been fully disbursed. In fiscal year 1999-2000, \$250.00 remained unencumbered, in fiscal year 2000-2001, \$1,500.00 remained unencumbered and in 2001-2002, \$1750.00 remained unencumbered at the end of the fiscal year. Each year staff has made a concerted effort to notify qualified applicants of this funding source, yet relatively few providers have applied for the grant funding. Feedback from the grant recipients has indicated that the grant cap of \$250.00 per year could account for the unpopularity of the grant.

Recommendation: Staff recommends revising the Child Care Assistance Fund yearly maximum grant cap from \$250 to \$500 per applicant, without increasing the total grant funding, effective fiscal year 2002-2003. This change would result in a total of (8) grants being available for distribution at the \$500 level as opposed to the current (16) grants at the \$250 level, while keeping the fund total at \$4,000 per year. Currently, there is a fund balance of \$4,000 in the Individual Family Child Care Assistance Fund.

4. 2000 Park Grant Update – Blair King

Background: The November 2000 Park Bond (Proposition 12) and the March 2002 Park Bond (Proposition 40) allocated per capita funds for parks and facilities in two programs, the Per Capita Grant and the Roberti-Z'berg-Harris Block grant.

On October 2, 2001, the City Council took the first step to secure 2000 Park Bond funds by adopting resolutions to approve the filing of applications. The resolutions were not required to, and did not specify any specific projects. During the FY 02-03 budget hearings, the City Manager's Office committed to presenting by August 2002, alternatives for use of Milpitas' share of the 2000 Park Bond. The City Manager's Office is now moving forward with presenting specific projects to the City Council.

Recommendation: Provide recommendations to the City Council for expenditure of the 2000 Per Capita and Roberti-Z'berg-Harris Block Grant, and alternatively, consider providing a recommendation for the 2002 Park Bond program as well.

5. Dog Park Update – Blair King

Background: At the April 1, 2002 meeting, Blair King, Assistant City Manager, presented the Commission with an update on the Dog Park plans and development. Shortly after the April 1 meeting, staff contacted the equestrian community to review the various screening options to screen the Dog Park from the Horse Trail. Upon learning of the proposed Dog Park, equestrian trail riders became vocal in their opposition to the site. Although the County had granted the City permission to develop a Dog Park on this site, in the spirit of cooperation, the County gave permission to explore and evaluate the feasibility of several alternative sites.

Recommendation: Review current Dog Park plans and alternative sites and offer staff comments and suggestions on how to proceed.

6. Alviso Adobe Update – Blair King

Background: At the June 8, 2002 meeting, the Commission requested they receive an update on the Maria Alviso Adobe, it's work plan and the City's ideas for future use.

Recommendation: NRF

X. Staff Reports

XI. Subcommittee Reports

XII. Liaison Reports

- 1. City Council – Council Member Dixon**
- 2. Community Advisory Commission – Commissioner Mohsin**
- 3. Senior Advisory Commission – Commissioner Gill**
- 4. Planning Commission – Commissioner Tuason**
- 5. Youth Advisory Commission - Commissioner MacKenzie**
- 6. Milpitas Historical Society – Commissioner Munzel**
- 7. Cultural Arts Commission – Commissioner Krommenhock**

XIII. Future Agenda Items

XIV. Adjournment

Agenda

Parks, Recreation and Cultural Resources Commission

Monday, September 9, 2002
Milpitas Community Center, Room 7&8
457 E. Calaveras Blvd.
7:00 PM

I. Call to Order

II. Flag Salute

III. Roll Call

IV. Seating of Alternates

V. Approval of Agenda: September 9, 2002

VI. Approval of Minutes: August 5, 2002

VII. Citizens Forum

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

VIII. Announcements and Correspondence

IX. New Business

1. Youth Sports Assistance Fund Request – Ragsdale/Meisner/McKeefery – Bonnie Greiner

Background: On June 18, 2002, the Milpitas City Council approved and appropriated \$10,000.00 for the Youth Sports Assistance Fund for the 2002-2003 budget year. Included in the Commission packet for review and consideration are three (3) Youth Sports Assistance applications.

Three (3) Individual Youth Sports Assistance Fund Applications were received from Stephen Ragsdale, Martin McKeefery and Evan Meisner. Stephen is requesting \$215.00 for registration, food, lodging and transportation for participation in the National BMX Race which was held 8/30-9/1/02 in Reno, Nevada. Evan and Martin are requesting \$500.00 for registration, food and lodging for the same event.

These applications fall within Grant Guidelines, under section "Eligibility for Individuals".

There is currently a balance of \$9,000.00 in the 2002-2003 Youth Sports Assistance Fund.

Recommendation: Staff is recommending awarding the applicant requested amount of \$215.00 for Stephan Ragsdale, \$500.00 for Martin McKeeferey and \$500.00 for Evan Meisner, therefore leaving a balance of \$7,785.00 for the remainder of the fiscal year to be used for future Youth Sports Assistance Fund Requests.

2. Child Care Grant Fund Request – Toby Librande

Background: The purpose of the Family Child Care Support Program is to allow Milpitas family child care providers servicing Milpitas residents the opportunity to submit a request for funding assistance from the City. A family child care provider offers child care services in his/her home. The family child care business strives to meet the physical, social, emotional and intellectual needs of the children and to support families. The City Council approved \$4000.00 for the Child Care Assistance Fund for FY 2002-2003. As of the 2002-2003 fiscal year, the City of Milpitas Individual Family Child Care Fund Policies and Procedures allow a maximum yearly amount of \$500.00 per applicant. Any application which exceeds this annual limit amount must show justification of extraordinary need and be highly meritorious.

Two applications for funding assistance were received from the family child care providers Ms. Sherry Clanton and Ms. Kim Lagman. Each provider is requesting \$500.00 to enhance her family child care home. Specifically, Ms. Clanton and Ms. Lagman are requesting the funding for the Mother Goose Preschool Program and educational and material supplies such as sand and water tables and sleeping mats.

Recommendation: Staff is recommending awarding the applicants requested amount of \$500.00 each, therefore leaving a balance of \$3,000.00 for the remainder of the fiscal year to be used for future Child Care Grant Fund Requests.

3. Special Events Calendar 2003 – Bonnie Greiner

Background: The City of Milpitas hosts eight City sponsored Special Events a year. The purpose of the events are to provide educational, community oriented, safe and fun alternatives for citizens of Milpitas. Staff has included the 2003 Special Events and their proposed days for your review. Staff has also included one new event, Halloween Hoopla that would alternate years with the Milpitas Global Village, which is scheduled to be held in May 2004.

Following the 2002 Global Village event, staff received input from the participating community groups, including the Milpitas Unified School District to alternate the Global Village event every other year for the following reasons:

1. Citizens would be more apt to participate in the event because anticipation and interest would build throughout the year,
2. Financially, as well as a time commitment it would be better for the community groups and MUSD who need to use volunteers to staff booths and purchase food and decoration out of their own pocket, and
3. It would also allow more time for planning the event to make it more unique, entertaining and educational.

In order for the City of Milpitas to continue to offer eight Special events a year staff is proposing to alternate the Halloween Hoopla in October with the Global Village event scheduled in May.

- Fishing in the City – Sunday, February 22, 2003 , 8am-12pm
- Arbor Day Celebration – Saturday, April 26, 2003, 10am-2pm
- Memorial Day Ceremony – Monday, May 26, 2003, 9am
- 4th of July Celebration – Friday, July 4, 2003
 - Parade -11am
 - Pool Party- 1-6pm
 - Ground Fireworks- 9:30pm
- Halloween Hoopla – Saturday, October 25, 2003, 3:00pm-7:00pm
- Veterans Day Ceremony – Tuesday, November 11, 2003, 9am
- Tree Lighting Ceremony – Monday, December 1, 2003 7pm
- Milk and Cookies with Santa (Formerly Lunch with Santa) – Saturday, December 13, 2003 10-11am/1-2pm
 - Two time frames are being offered to accommodate increased participation from the Community.*

Recommendation: Approve 2003 Special Events Calendar as submitted.

4. Recreation Fee Increase Proposal – Bonnie Greiner

Background: The City of Milpitas has not increased Recreation program fees since 1991. A study conducted by Recreation staff reveals that the current Recreation fees are significantly below what other Bay Area cities collect. The cities surveyed include Fremont, Campbell, Cupertino, Sunnyvale, Burlingame, Santa Clara and Mountain View. These cities were surveyed based on their similar types of programs offered population, location and participant base in comparison to Milpitas. The City of San Jose was not included due to the fact that staff was not able to compare programs because San Jose bases their fees “on the needs of the community and economics of the areas”. Therefore, no program fee is consistent city-wide.

Generally customers equate price with the value and level of service they receive. When fees are at a lower rate, customers potentially view services at a lower level, which for Recreation Services is quite the contrary. Towards this end, staff is proposing City Council review the comprehensive fee analysis and make adjustments where needed, allowing the City to be more competitive with it's fee structure and increase revenue to offset the costs incurred within Recreation Services.

Included in the Commission's packet for review and consideration is the Recreation Fees Increase Proposal.

Recommendation: Staff recommends the following:

1. Approve recommended increase of Recreation Program, Facility and Park rental fees as recommended in your attached memo to be implemented Spring 2003.
2. Direct staff to implement a Low Income Assistance Program pursuing CDBG Funding.
3. Approve updated facility use and regulations packet, which will also be implemented beginning Spring 2003.

X. Staff Reports

XI. Liaison Reports

1. City Council – Council Member Dixon
2. Community Advisory Commission – Commissioner Mohsin
3. Senior Advisory Commission – Commissioner Gill
4. Planning Commission – Commissioner Tuason
5. Youth Advisory Commission - Commissioner MacKenzie
6. Milpitas Historical Society – Commissioner Munzel
7. Cultural Arts Commission – Commissioner Krommenhock

XII. Future Agenda Items

XIII. Adjournment

Agenda

Parks, Recreation and Cultural Resources Commission

Monday, October 7, 2002
Milpitas Community Center, Room 7&8
457 E. Calaveras Blvd.
7:00 PM

I. Call to Order

II. Flag Salute

III. Roll Call

IV. Seating of Alternates

V. Approval of Agenda: October 7, 2002

VI. Approval of Minutes: September 9, 2002

VII. Citizens Forum

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

VIII. Announcements and Correspondence

IX. New Business

1. Child Care Grant Fund Request – Toby Librande

Background: The purpose of the Family Child Care Support Program is to allow Milpitas family child care providers servicing Milpitas residents the opportunity to submit a request for funding assistance from the City. A family child care provider offers child care services in his/her home. The family child care business strives to meet the physical, social, emotional and intellectual needs of the children and to support families. The City Council approved \$4000.00 for the Child Care Assistance Fund for FY 2002-2003. As of the 2002-2003 fiscal year, the City of Milpitas Individual Family Child Care Fund Policies and Procedures allow a maximum yearly amount of \$500.00 per applicant. Any application which exceeds this annual limit amount must show justification of extraordinary need and be highly meritorious.

The purpose of the Family Child Care Support Program is to allow Milpitas family child care providers servicing Milpitas residents the opportunity to submit a request for

funding assistance from the City. A family child care provider offers child care services in his/her home. The family child care business strives to meet the physical, social, emotional and intellectual needs of the children and to support families. The City Council approved \$4000.00 for the Child Care Assistance Fund for FY 2002-2003. As of the 2002-2003 fiscal year, the City of Milpitas Individual Family Child Care Fund Policies and Procedures allow a maximum yearly amount of \$500.00 per applicant. Any application which exceeds this annual limit amount must show justification of extraordinary need and be highly meritorious.

One application for funding assistance was received from the family child care provider Ms. Samiha (Suzie) Samawi. Ms. Samawi is requesting \$500.00 to enhance the health and safety of her family child care home, specifically through the purchase of a vacuum cleaner and playroom area rugs.

Recommendation: Staff is recommending awarding the applicant requested amount of \$500.00, therefore leaving a balance of, \$2500.00 for the remainder of the fiscal year to be used for future Child Care Grant Fund requests.

X. Staff Reports

XI. Liaison Reports

- 1. City Council – Council Member Dixon**
- 2. Community Advisory Commission – Commissioner Mohsin**
- 3. Senior Advisory Commission – Commissioner Gill**
- 4. Planning Commission – Commissioner Tuason**
- 5. Youth Advisory Commission - Commissioner MacKenzie**
- 6. Milpitas Historical Society – Commissioner Munzel**
- 7. Cultural Arts Commission – Commissioner Krommenhock**

XII. Future Agenda Items

XIII. Adjournment

Agenda

Parks, Recreation and Cultural Resources Commission

Monday, November 4, 2002
Milpitas City Hall - Committee Conference Room
455 E. Calaveras Blvd.
7:00 PM

- I. Call to Order**
- II. Flag Salute**
- III. Roll Call**
- IV. Seating of Alternates**
- V. Approval of Agenda: November 4, 2002**
- VI. Approval of Minutes: October 7, 2002**
- VII. Citizens Forum**

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.
- VIII. Announcements and Correspondence**
- IX. Old Business**

- 1. Dog Park Rules– Blair King**

Background: At the April 1, 2002 meeting, Blair King, Assistant City Manager, presented the Commission with an update on the Dog Park plans and development, which were revisited at the August 5, 2002 meeting for Commission review and recommendation on three possible sites in Ed Levin County Park. Currently, the City of Milpitas and the County of Santa Clara are in the process of drafting a lease agreement for the dog park site in Ed Levin Park. Due to the specialized recreational facilities of an off-leash dog park, unique rules of conduct are required. Enclosed in the Commission's packet for review is a memo from Assistant City Manager, Blair King, outlining the process for adopting the proposed rules. A draft of the Dog Park Rules will be distributed at the November 4 meeting.

Recommendation: Approve proposed rules of conduct for the Dog Park to be forwarded to Milpitas City Council for approval and eventual adoption by ordinance.

X. New Business

1. Child Care Grant Fund Request – Toby Librande

Background: The purpose of the Family Child Care Support Program is to allow Milpitas family child care providers servicing Milpitas residents the opportunity to submit a request for funding assistance from the City. A family child care provider offers child care services in his/her home. The family child care business strives to meet the physical, social, emotional and intellectual needs of the children and to support families. The City Council approved \$4000.00 for the Child Care Assistance Fund for FY 2002-2003. As of the 2002-2003 fiscal year, the City of Milpitas Individual Family Child Care Fund Policies and Procedures allow a maximum yearly amount of \$500.00 per applicant. Any application, which exceeds this annual limit amount, must show justification of extraordinary need and be highly meritorious.

The purpose of the Family Child Care Support Program is to allow Milpitas family child care providers servicing Milpitas residents the opportunity to submit a request for funding assistance from the City. A family child care provider offers child care services in his/her home. The family child care business strives to meet the physical, social, emotional and intellectual needs of the children and to support families. The City Council approved \$4000.00 for the Child Care Assistance Fund for FY 2002-2003. As of the 2002-2003 fiscal year, the City of Milpitas Individual Family Child Care Fund Policies and Procedures allow a maximum yearly amount of \$500.00 per applicant. Any application, which exceeds this annual limit amount, must show justification of extraordinary need and be highly meritorious.

Five applications for funding assistance were received from the family child care providers: Ms. Alejandra Araya, Ms. Yan Ding, Ms. Donna Egusa, Ms. Judy Ligon, and Ms. Elaine Sabo. The providers are requesting the funding to augment their supplies, equipment, and curriculum materials for their family child care homes. The provider's request specifics are as follows:

- Ms. Araya requests \$500.00 to add educational materials to enhance her curriculum,
- Ms. Ding requests \$500.00 to improve her program's quality through added learning materials and exercise equipment,
- Ms. Egusa requests \$500.00 to enhance her family child care home by purchasing craft materials, science projects for school age children, and learning games and activities for preschoolers,
- Ms. Ligon requests \$500.00 to renew equipment for her family child care curriculum, and
- Ms. Sabo requests \$500.00 to purchase a set of multicultural dolls, outside play equipment, books and educational supplies.

Recommendation: Staff is recommending awarding the applicants requested amount of \$500.00, therefore leaving a balance of \$0.00 for the remainder of the fiscal year.

2. Commission Work Scope for 2003

Background: The Commission is being requested to create a work Scope and prioritize the items for recommendation to City Councils review and consideration. In developing a work scope, the Commission will be able to more clearly define the Commission goals,

identify important projects and schedule research and action on decided projects appropriately.

Recommendation: Staff is recommending for the Commission to discuss and evaluate the areas or issues that the Commission would like to address in 2003-2004 by creating a work scope which will then be forwarded to the City Council for final approval.

3. December Meeting Holiday Party

Background: Traditionally, the Commission has celebrated the Holidays at their December meeting with light refreshments and drinks at the conclusion of business.

Recommendation: Staff recommends the Commission direct staff to arrange for light refreshments and drinks at the December 2nd meeting in celebration of the holiday season.

XI. Staff Reports

XII. Liaison Reports

- 1. City Council – Council Member Dixon**
- 2. Community Advisory Commission – Commissioner Mohsin**
- 3. Senior Advisory Commission – Commissioner Gill**
- 4. Planning Commission – Commissioner Tuason**
- 5. Youth Advisory Commission - Commissioner MacKenzie**
- 6. Milpitas Historical Society – Commissioner Munzel**
- 7. Cultural Arts Commission – Commissioner Krommenhock**

XIII. Future Agenda Items

XIII. Adjournment

Agenda

Parks, Recreation and Cultural Resources Commission

Monday, December 2, 2002
Milpitas City Hall - Committee Conference Room
455 E. Calaveras Blvd.
7:00 PM

I. Call to Order

II. Flag Salute

III. Roll Call

IV. Seating of Alternates

V. Approval of Agenda: December 2, 2002

VI. Approval of Minutes: November 4, 2002

VII. Citizens Forum

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

VIII. Announcements and Correspondence

IX. New Business

1. 2003 Annual Commissioners Recognition Dinner – Renee Lorentzen

Background: Annually, the City Council has a recognition dinner for members of City boards, Commissions and their respective guests. The recognition dinner is scheduled for Thursday, January 30, 2003, at the Crowne Plaza Hotel in Milpitas. Invitations will be sent out in the early part of January.

The City Council voted to allow each Commission the opportunity to select his or her own recognition gift. Enclosed in your packet for review are pictures of the three gift choices: (1) clock, (2) saddle tote bag, (3) pen/pencil set. The clock and saddle tote bag will have the city logo on them. The pen/pencil set will have, "City of Milpitas Commissioner," etched on them. City staff will be in attendance at the meeting to present samples of the gift selections.

Recommendation: Each Commissioner is requested to select one recognition gift from one of the three presented gifts which will be given at the 2003 Commissioners Recognition Dinner.

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XI. Liaison Reports

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XII. Future Agenda Items

XIII. Adjournment